



**WHITLEIGH  
PRIMARY AND  
SIR JOHN HUNT  
FEDERATION**

Sir John Hunt



# **Dress Code Policy**

**First Adopted: 18 May 2016**

**Next Review: May 2019**

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## **1 POLICY STATEMENT**

The Governing Body at Whitleigh Primary and Sir John Hunt CSC Federation expect staff and Governors to maintain a standard of dress and appearance that is commensurate with and appropriate to working in a school environment. Being an employee or Governor at the schools means being a role model to children and as such projecting an appropriate image. This also applies in terms of projecting high standards to parents and others who will on a daily basis have contact with the schools.

Presenting high standards through the standard of dress and appearance does not mean the schools will impose a rigorous dress code. We recognise tastes vary and the schools fully recognise that amongst a diverse work force, appearances will differ and reflect employees and Governors different backgrounds, cultures, ages and that staff and Governors will wish to exercise choice in the clothing they wear for work. The schools have no desire to impose a particular style of dress or appearance but rather to set standards appropriate to working in a school and which better reflects our collective aim in delivering a quality service.

The high standards, hard work and dedication demonstrated by staff and Governors is the foundation on which the good name of the schools stands. These qualities are underpinned by ensuring employees and Governors project these high standards to the community served by the schools through their appearance. Although a smart appearance can never compensate for poor performance, inappropriate dress can suggest that employees and Governors do not care about the schools or their customers.

## **2 POLICY SCOPE**

The policy applies to all staff employed and Governors at the schools, this includes staff on temporary contracts and supply staff.

## **3 KEY PRINCIPLES**

All staff and Governors are ambassadors of the schools and as such are expected to ensure that the way they dress is fit for purpose having regard to projecting an appropriate image and to maintaining their own and others health and safety.

Identification badges should be worn and visible at all times whilst on schools' grounds and when representing the schools off site (staff).

In general terms staff and Governors should have regard to;

Avoiding casual wear such as jeans, combat trousers, tee shirts, shorts, trainers, flip flops, sandals and caps etc. which are not likely to be considered suitable business attire, unless approved beforehand by the Headteacher/Principal.

Extremes in fashion including hair colour and makeup should be avoided.

Clothing which is low cut or shows the midriff or back, visible undergarments would also be classed as unsuitable for the standards expected by the schools and for the working environment of the schools.

Wear a uniform if appropriate.

Consider appropriate clothing when bending over a desk or walking up staircases. Up to a minimum of one pair of earrings and no other facial piercings. This supports the same standards that we expect of all our students and helps the schools to ensure that students follow the same rules.

Be aware of their professional role in its wider sense and therefore consider appropriate attire at school events. We suggest that midriffs should be covered and this should also apply to tattoos, unless this is not practical.

If it is not practical for a member of staff or Governor to cover a tattoo then it is imperative the tattoo does not contain inappropriate words or images.

Where employees or Governors are uncertain how to interpret the dress code they should check with the Headteacher/ Principal who will be responsible for exercising judgements and for giving guidance to staff and Governors on the standards of dress appropriate for the type of work undertaken.

#### **4 HEALTH AND SAFETY**

Where uniforms or protective clothing are supplied they must be kept clean and worn appropriately. Any health and safety requirements, such as wearing special footwear, headwear etc., must be complied with. When wearing personal protective clothing, it must be worn in the correct manner and maintained at all times to ensure it is fit for purpose. Such clothing must not be altered or interfered with in any way and any concerns must be raised with the Headteacher/ Principal. In some areas inappropriate footwear or items of jewellery e.g. flip flops, heavy or loose fitting jewellery, piercings etc. may present a health and safety risk to both the wearer and service user:

Sleepers or studs should therefore be as small as possible to minimise such risks and consideration should be given to taping them over with suitable tape or, ideally, removing the item of jewellery when engaged in the delivery of physical activities.

In all cases, the Headteacher/ Principal will advise employees as necessary on the need for and use of protective clothing and other associated requirements e.g. items of jewellery and advice on what is appropriate in relation to the work being undertaken.

Employees and Governors are expected to maintain good standards of personal hygiene.

The views and feedback of staff and Governors on the dress code and its implementation is encouraged and may be discussed during staff induction, one-to-one meetings, supervision and/or during appraisals and Governors' meetings.

Serious or continued failure to comply with the Schools' dress code and or failure to wear the personal protective clothing provided under health and safety may result in disciplinary action (staff) or removal from the Governing Body.

## 5 EXCEPTIONS

This policy would normally not apply on INSET days when a more relaxed approach to the dress code may be applied at the directive of the Headteacher/ Principal.

## 6 VARIATION OF POLICY DUE TO RELIGION/CULTURE

This policy will be flexible and due account taken of religious/cultural beliefs of life-style reasons. In these cases reports should be directed to the Headteacher/ Principal, stating the variation required and discretion will be applied to each individual case.

I can confirm that the Governors of Whitleigh Primary and Sir John Hunt CSC Federation have adopted this policy as their own.

<b>Chair of Governors</b>	<b>Headteacher / Principal</b>
Sign.....	Sign .....
Print .....	Print .....
Date .....	Date .....
	Sign .....
	Print .....
	Date .....

This policy will next be reviewed

on .....